# CCSP Final Grant Report

A final grant report is due to CDE Schools of Choice within 120 days of the end of the final budget period following the Performance Incentive Year (PIY) of sub-grant recipients of the Colorado Charter Schools Program (CCSP). This document serves as a template for that report. Anything in [*brackets*] contains instructions and should be deleted before submitting the report.

Applicable CCSP sub-grant recipients not moving forward with PIY funding are required to complete the following report and submit supporting documentation to [SOC@cde.state.co.us](mailto:SOC@cde.state.co.us) by October 31, 2023.

|  |  |
| --- | --- |
| **School Name** |  |
| **School Grant Contact**  (Name, Phone and Email) |  |
| **Authorizer Name** |  |
| **Authorizer Grant Contact**  (Name, Phone and Email) |  |
| **Date of Final Grant Report** |  |

**Executive Summary**

[*Include here an executive summary of the information covered in this report (not to exceed one page).*]

**Grant Project Goals & Measures**

[*Include here a final update on each grant goal, including a summary of the progress made on the identified measures, objectives, and related metrics (not to exceed three pages)*. *For schools awarded PIY funding, please briefly share how the extra performance dollars were spent and helped the school reach its goals above and beyond the original grant allocation. Be sure to include details around how the dollars were spent and what goals they were aligned.]*

**Academic Achievement and Growth**

[*Include here a final update on academic achievement and growth of the school pre and post COVID-19 (not to exceed two pages). Attach a copy of the school’s most recent School Performance Framework and Unified Improvement Plan*.]

**Technical Assistance Narrative**

[*Include here a final update on the technical assistance achieved over the duration of the grant by verifying the training areas and/or events that were especially helpful to the school’s developers, governing board, administration/leadership, business office support, and other stakeholders. In addition, illustrate any parts of the technical assistance requirements that were difficult to achieve and/or not completed by the end of the multi-year grant duration (not to exceed two pages). If applicable, include or attach rationale for the challenges or obstacles experienced that prevented the individual(s) responsible from adhering to the 2-year or 3-year plan for completion as established in the grant agreement.*]

**Final Expenditure Narrative**

[*Include here a financial narrative on how the grant was expended for each grant year and totals for the grant period. This should take a similar structure to the budget narrative section of your grant application and should include a summary table of actual expenditures by project goal (not to exceed five pages). Below is a sample table with an example of how you might group and represent expenditures.*]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Brief Description** | **Planning Year 0** | **Year 1 Implementation** | **Year 2 Implementation** | **PIY Year 3** | **Total** |
| ***Project 1: Fully Equipped School*** | | | | |  |
| Classroom Furniture |  |  |  |  |  |
| Office and Administrative Furniture |  |  |  |  |  |
| Technology |  |  |  |  |  |
| Classroom Supplies |  |  |  |  |  |
| Office and Administrative Supplies |  |  |  |  |  |
| ***Project 2: Academic Excellence*** | | | | |  |
| Reading and Writing Curriculum |  |  |  |  |  |
| Math Curriculum |  |  |  |  |  |
| School or Classroom Library |  |  |  |  |  |
| Science Curriculum |  |  |  |  |  |
| Math and Science Instructional Supplies |  |  |  |  |  |
| Social Studies Curriculum |  |  |  |  |  |
| Instructional Supplies |  |  |  |  |  |
| ***Project 3: Professional Development*** | | | | |  |
| Teacher Trainings |  |  |  |  |  |
| Administrator Trainings and Mentoring |  |  |  |  |  |
| Business Support Trainings |  |  |  |  |  |
| Board Professional Development and Trainings |  |  |  |  |  |
| Conference Attendance |  |  |  |  |  |
| Teacher Professional Development Resources |  |  |  |  |  |

**Expenditure and Inventory Details**

The following information pertains to the fiscal report detail for which you will be required to provide as part of the Annual Financial Report (AFR).

Expenditure Detail

[CCSP sub-grantees will be asked to include an expenditure report that details 100% of awarded grant funds. The final APR should be submitted along with this detailed expenditure report. **NOTE:** Federal guidelines require you to fill in the serial number or inventory tag number of every individual item of equipment]

Inventory Report

[Provide an attached asset inventory of all equipment and non-consumable goods purchased with CCSP grant funds. The Education Department General Administrative Regulations (EDGAR §80.32, §74.34) requires this inventory to include the following:

* Description of the equipment
* Manufacturer’s serial number, model number, or other inventory identification number
* Source of the equipment (which would be the CCSP grant)
* Acquisition date or date received
* Cost
* If the item was paid for through several funds, the percentage of funds paid through the CCSP grant
* Location and condition of each item
* Disposition information (if you have disposed of anything bought with the grant), to include date of disposal, sale/fair market value price]